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Secretariat

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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: STAFF DAY 1994

Introduction

1. The observance of Staff Day on Friday, 16 September 1994, is an official function sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff members an opportunity, before the work of the General Assembly, not only to relax and enjoy themselves, but also to reaffirm the esteem they hold for each other and the work they perform. Staff Day is not intended to be a "day off". It will be a success if staff members participate together in the events that have been planned, and it is hoped that staff members at all levels will join in the spirit of this endeavour. Since the Secretary-General will be away from Headquarters on Staff Day, he will address the staff in an additional short programme on 23 September 1994. At that time, statements will be made by the Secretary-General and the President of the Staff Union and there will be a ceremony to honour staff members with more than 25 years of service who have retired since Staff Day 1993.

Participation in Staff Day activities

2. Supervisors are expected to release their staff to participate in the Day's activities, to the extent possible, and to participate themselves. In offices where the exigencies of service require some staff members to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to allow the greatest staff participation possible. To the extent feasible, with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours without being expected to complete their normal assignments as well.

Schedule of activities during the Day

3. The following is a general schedule of events. A complete Staff Day Programme giving full details will be issued by the Staff Union.

4. The Day's activities will start at 9 a.m., when the State University of New York (SUNY) Maritime College Merchant Marine Marching Band and Honor Guard will parade from the General Assembly Public Plaza to the Secretariat Circle, where they will perform. There will be a ceremony honouring all those who have given their lives in the service of the United Nations. Statements will be made by the Under-Secretary-General for Administration and Management, the Under-Secretary-General for Public Affairs and the President of the Staff Committee.

5. A number of other special activities are planned for the Day as follows:

(a) The box-office hit film, Corrina, Corrina, will be shown in the General Assembly Hall at 11 a.m.;

(b) A staff talent/international concert featuring performances by the multi-talented staff of the United Nations and other performers will take place at 2.30 p.m. in the General Assembly Hall;

(c) A fashion show and parade of nations by staff members in their national attire at 6 p.m. in the General Assembly Hall;

(d) A jazz concert featuring Jerry Gonzalez and the Fort Apache Jazz Band in the Dag Hammarskjöld Library Auditorium at 6.30 p.m.

6. Admission to all the events above will be on a first-come, first-served basis upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times. Entrance to all events by guests is through the Visitors' Entrance of the General Assembly Lobby.

Evening ball

7. The Staff Day Ball will begin at 7 p.m. in the General Assembly Public Lobby. At the same time, in a portion of the first basement below the General Assembly area, there will be separate areas for disco dancing and various other forms of entertainment.

8. Admission tickets to the Staff Day Ball are $2 for staff members, and may be obtained upon presentation of their grounds pass between noon and 2 p.m. daily until 16 September 1994 outside of the cafeterias in the Secretariat, DC-1 Building and UNICEF House. To accommodate those who work at night, tickets will also be available in the Secretariat Staff Lounge from 8.30 a.m. to 3.30 p.m. and from 6 to 8.30 p.m. from 13 to 15 September 1994. Guest tickets can be purchased at the same times and locations and are priced at $15.

9. Liquor, wine, beer, juices and soft drinks will be available at bars in the dancing areas from 7 p.m. to midnight. Prices will be as follows: liquor, wine and beer: $3; juices and soft drinks: $1. Bars will supply beverages only

upon presentation of drink tickets bought from cashiers who will be located at the entrances and near the bars. Refunds for unused drink tickets may be obtained from the cashiers only until midnight on Staff Day; after that time no refunds will be made under any circumstances. The Coffee Shop located on the first basement concourse of the General Assembly Building will be open until midnight. The Staff Cafeteria on the main floor of the Secretariat Building will remain open until 11 p.m.

Special security measures for entrance to the Staff Day Ball

10. Over the last few years, there has been a need to increase security precautions on the United Nations premises. Please bear in mind that such precautions are for the protection of the staff and their family and friends. Staff members must adhere to the directions of the Security Officers while on the premises and remind their family and friends of the need to follow the Officers' instructions.

11. The Staff Day Ball provides a unique opportunity for staff members both to show off the United Nations to their relatives and friends as well as to relax and enjoy the evening's entertainment together. IT IS ESSENTIAL THAT GUESTS BE MET AND ESCORTED ONTO THE PREMISES BY THE STAFF MEMBER. STAFF MEMBERS ARE REMINDED THAT THEY ARE RESPONSIBLE FOR THE WHEREABOUTS OF THEIR GUESTS DURING THE STAFF DAY BALL.

12. Staff members will be admitted to the Staff Day Ball upon presentation of a ticket and their valid grounds pass. Guests will be admitted only if accompanied by a staff member. The following instructions for entrance of guests to the Staff Day Ball must be strictly adhered to:

(a) All guests must enter via the Visitors' Entrance on 46th Street and First Avenue. Guests who have a ticket will be permitted to wait on the plaza for a staff member to meet and escort them to the Staff Day Ball. Guests who do not have a ticket will be asked to wait outside the gate until a staff member arrives to escort them;

(b) Once admitted, guests will proceed through the General Assembly Public Lobby and through the metal detectors upon entry.

Parking in the United Nations garage

13. Staff members will be permitted to park in the United Nations Garage after 5.30 p.m. on a first-come, first-served basis. Those without parking medallions will be charged at the regular daily rate of $3.50 upon presentation of a grounds pass at the northern entrance at 48th Street and the East River Drive. Staff in possession of parking medallions will be admitted without additional charge. NO GUESTS WILL BE ADMITTED TO THE GARAGE. Guests should be dropped off at the visitors' entrance. After parking their cars, staff members should take the elevator up to the General Assembly Public Lobby and meet those guests who are not holding an admission ticket outside at the gate. Guests holding an admission ticket can be met on the visitors' plaza.

14. Vehicles may be subject to random search as part of routine security measures, which may cause slight delays. Staff members should cooperate with the Security staff and keep in mind that these precautions are for their personal safety.